



TE PUNA REO O NGĀ KĀKANO JOB DESCRIPTION

JOB TITLE: Kaiako
REPORTS TO: Tumuaki

ORGANISATION CULTURE:

Te Puna Reo o Ngā Kākano represents the collective interests of whanau who share a common desire for their whanau to be bilingual and bicultural thereby embracing both official languages of this land. With an emphasis on Te Reo Māori, Te reo rangatira, we acknowledge the need to place the focus in the minority language in order to achieve a truly bilingual community. The mission of the Directors of Te Puna Reo o Nga Kakano is to promote and enhance the social, cultural and spiritual wellbeing of whanau.

A Puna is a spring, a source from which something flows. Te Puna Reo o Nga Kakano is a language spring. This puna reo symbolism embodies our vision, for our tamariki and is particularly appropriate in the context of the early and formative years when the foundations of language acquisition are laid.

"Te kākano i ruia mai i Rangiatea, kua kore e ngaro."
(The seed sown in Rangiatea, will never be lost.)

This whakatauki reminds and challenges Maori to retain the language and customs that were brought to Aotearoa by our tupuna from the ancestral homeland of Hawaiki (Rangiatea)

In our interpretation this is also inclusive of the whanaungatanga/relationships with our Pacific Island whanau of which many of our Tamariki have whakapapa ties.

In the name of our rōpu / whānau, it is our tamariki who are the kākano/seeds.

This whakatauki is the inspiration from which our rōpu is named and underpins the core values of the organisation. The work of the organisation is undertaken in an environment, which embraces the core values and concepts of aroha, manaaki, whanaungatanga, turangawaewae and tikanga maori.

These values require that the operating style of the organisation promotes support and co-operation; teamwork; open communication; flexibility and adaptability; a high level of accountability, integrity and professionalism; and an absolute commitment to the collective vision and principles of the whanau. Given the very high levels of accountability the organisation must be transparent; highly responsive, focused and results oriented.

MAIN PURPOSE

To provide a high quality ECE experience for whanau, supporting the needs of both the tamariki in their development as well as their parents, caregivers and extended whanau in their parenting role.

POSITION IN ORGANISATION

The kaiako works within a team of Kaiako, led by a Pouako/ Head Teacher. Pouako are part of a leadership team, including Tumuaki and Kaiwhakahaere. Kaiako and Pouako are responsible to the Tumuaki who is accountable to the Kaiwhakahaere, MoE and Whānau.

FUNCTIONAL RELATIONSHIPS

- Tamariki
- Tumuaki
- Kaiwhakahaere
- Kaiako/ Kairiwhi
- Whānau
- Manuhiri
- Other external organisations

CRITERIA – professional knowledge in practise

Curriculum

- Ensure a high quality early childhood curriculum based on Te Whāriki.
- Contribute to assessment and planning hui and in implementing the programme for all tamariki based on children's interests and strengths.
- Develop a working knowledge of Te Whāriki, Kei Tua o te Pae, Te Whatu Pokeka, RIE philosophy, the centre kaupapa and vision.
- Contribute to and/or initiate ongoing review, reflection, analysis of data and problem solving to ensure ongoing improvements.
- Follow curriculum planning policy and procedure, acknowledging relationships with atua Maori.
- Provide experiences to tamariki on a daily basis are of high quality, challenging and stimulating.
- Assist in extending children's knowledge of te reo me tikanga maori and the wider world through planning, excursions and interactions
- Demonstrate quality teaching strategies based on best practise in ECE and for a kaupapa Maori setting.

Interactions with tamariki

- Build trusting, sensitive, responsive and reciprocal relationships with tamariki.
- Develop sensitive, responsive interactions with all tamariki.
- Collaborate with whānau on the tamariki learning journeys and in meeting the aspirations of Te Puna Reo o Ngā Kākano whānau/whānui.
- Develop and use empowering, positive strategies and interactions to guide and support self regulating, secure and confident tamariki.
- Help create an environment that ensures children are physically, spiritually, mentally and emotionally safe at all times.

CRITERIA – professional relationships and professional values

Team responsibilities

- Contribute to a positive team culture of respectful interactions with all people in the centre.
- Maintain regular, respectful communication with all members of the team
- Contribute to planning and implementation of the curriculum plan
- Adhere to all policies and procedures as outlined in the centre policy manuals
- Attend and participate in regular team meetings
- Demonstrate motivation, initiative and commitment to the centre kaupapa, goals and day to day activities.
- Provide support towards other team members
- Ask for help and accept support from other team members
- Attend whanau hui and events, fundraising and promotional events.
- Contribute to the development of the use of reo Maori as the primary reo in the centre.
- Participate in an annual appraisal and be committed to ongoing professional development

Te Reo me tikanga Māori

- Use te reo and appropriate tikanga Māori throughout the centre.
- Commit to language planning to increase reo spoken and deepen understandings.
- Promote, extend and nurture tamariki knowledge and understanding of te reo, tikanga Māori and the wider world through planning, excursions, relationships and interactions
- Implement strategies that increase the understanding of Te Ao Māori for tamariki.

Leadership

- Become familiar with best practise language learning and teaching methods.
- Keep up to date with current research of Early Childhood best practise.
- Model and guide kaitiakitanga o te taiao/ respect and sustainability of the environment.
- Demonstrate initiative to lead in areas of the curriculum and/or centre activities.
- Model, guide and mentor to empower tamariki to be self determining, self regulating, self caring and respectful of themselves and others.
- Abide by regulations, policies and procedures, code of ethics relevant to Te Puna Reo o Ngā Kākano eg. ECE, Health, Teachers Council.

Knowledge/Skills/Attributes

- Excellent communication and interpersonal skills and able to work as part of a co-operative team
- Sound ability in te reo and commitment to develop further fluency in te reo
- Respectful to self, to others, to the environment.
- Able to support team discussion, compromise and conflict resolution
- Ability to take initiative and see the big picture
- Self managing of personal wellbeing and effects of stress.
- Professional, confidential and reliable attitude
- Demonstrate empathy, acceptance and tolerance of others.
- Motivated to use initiative
- Sensitive, responsive to tamariki needs and cues